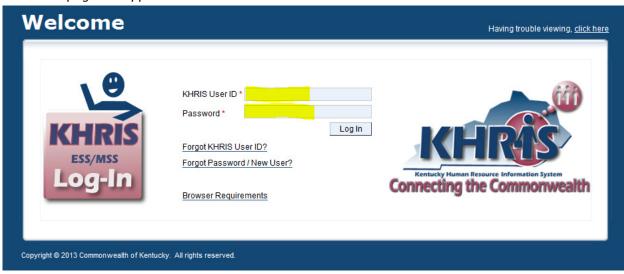# How Do I Access the KHRIS Portal?

Returning Users:

- Open Internet Explorer and type https://KHRIS.ky.gov in the address space. *The below page will appear*:

- Click the KHRIS User ID* field and type your KHRIS User ID.
- Click the Password field and type your password.
  Click the 'Login' button.

You are now logged into the KHRIS Portal!

*This is the same as your Employee ID which can be seen on the top of your paycheck stub or on your most recent Personnel Action Notification (PAN).

Returning users that forget or need to reset their password can do so by following the instructions provided for 1st time users.